



Commission Meeting Minutes

June 15, 2012

8:30 am-1:30 pm

Vocational Rehab Conference Room- Arcade Building

111 North Last Chance Gulch, Suite 4C

Helena, MT

AGENDA	DIALOGUE	ACTION ITEMS
I. Chair Kim Miske Welcomes and Opens Meeting 8:30		
a. Roll Call	<p><u>Commission Members Present:</u> Chair Kim Miske, Vice Chair Karin Olsen Billings, Jack Chambers, Robert Nystuen, Jackie Girard, Nancy Matheson, Keith Kelly, Doug Braun, Austin Lyle, Col. Scott Smith, John Ilgenfritz, and Stefani Hicswa</p> <p><u>Commission Members Excused:</u> James Corson (proxy to Nancy Matheson), Adam Vauthier (proxy to Karin Olsen Billings), James Steele (proxy to Kim Miske), and David Van Son.</p> <p><u>Guests and Staff Present:</u> OCS- Jan Lombardi, Rebecca Steele, Jim Auer, Julia Gustafson, Devin Cowan, JFMG- Sarah Sadowski, Jake West, Connie Roope CNCS - Amy Busch , MLSA - Brittany Waiss, MTCC- Dean McGovern, Eric Cardella OPI- Deb Halliday, State Parks- Katie McKeown</p>	
b. Approval of February 24, 2012 Minutes	Commissioner Hicswa moves to approve minutes, Commissioner Matheson Seconds, the motion carries and the minutes are approved.	February 24, 2012 minutes approved
c. Announcements	<p>Chair Miske opened the meeting and notes there was a change to the order of the agenda.</p> <p>She gives remarks of transitions with the office and Commission:</p> <ul style="list-style-type: none"> Jo Radtke and Kim Leighton will each be leaving their positions at OCS to pursue other opportunities. Tony Dean is getting married tomorrow, June 16. 	

	<ul style="list-style-type: none"> • Commissioner Ilgenfritz is retiring from the Commission as his term ends this summer. • With the change of Governor, Commissioner Kelly will no longer be Commissioner of the Department of Labor and Industry. • A new Executive Director will also be appointed at OCS by the new Governor. <p>An ad-hoc transition team will be formed at this meeting to continue discussion on this issue. The Chair asked for Commissioners to volunteer.</p> <p>(Public Announcement) Connie Roope announces that following her decision to pursue another opportunity the Jobs for Montana's Graduates Foundation (JMGF) will be shutting down at the end of the AmeriCorps grant in August.</p> <p>Chair Miske thanks JMGF for their years of service to Montana.</p>	
II. Governor's Office of Community Service Updates 8:45		
a. Financial Update	<p>Jan Lombardi directs commissioners to their packets where a snapshot of cash flows at OCS is provided. Further, a request for additional general fund money and base funds will be made. Changes will be coming in the next year to how disability inclusion and training funds are distributed by CNCS which will likely affect OCS. At the federal level a hearing in the House Appropriations Committee on the CNCS budget is expected next Wednesday. The budget put forth from the Senate Appropriations Committee largely matches the President's budget.</p> <ul style="list-style-type: none"> • Commissioner Hicswa asks if the commission can write a letter to legislators promoting the continued funding of AmeriCorps. • Jan Lombardi replies in the affirmative. • Commissioner Smith asks for confirmation that the house hearing is next week. • Jan Lombardi confirms that the meeting is scheduled for next week. • Jan Lombardi discusses how the College Access Grant is housed at OCS at the request of the Governor. 	

	<ul style="list-style-type: none"> • Commissioner Hicswa comments that there have been hard cuts and some things may not get done as they used to. • Jan Lombardi responds that an activity is planned for later to help the commission plan for the future of the office. 	
b. AmeriCorps Programs Update	<p>Rebecca Steele provides the Commission information on AmeriCorps Service in Indian Country and efforts toward Disability Inclusion.</p> <ul style="list-style-type: none"> • Commissioner Hicswa asks how many surveys are sent out. • Rebecca Steele states that surveys are sent out to programs and not directly to members, programs should be sending the survey to every member in Montana. • Commissioner Ilgenfritz states that the number of members divulging a mental illness is surprising. • Rebecca Steele comments that there are a lot of people that self manage their mental illness. • Commissioner Ilgenfritz states that there still appears to be a stigma surrounding mental illness. • Commissioner Kelly points out that some definitions of mental illness have broadened. • Rebecca Steele points out that the survey provides a link directly to ADA definitions. • Jan Lombardi states that both the Indian Country and Disability inclusion reports are very important and give insight into what is happening in Montana. The disability report allows for more inclusive programs. The Indian country report helps focus attention on what is happening in Indian country. • Commissioner Ilgenfritz asks how staff can increase the number of surveys that are being returned. • Rebecca Steele comments that it is difficult with an anonymous survey. VISTA and Senior Corps are new to the data collection process. • Commissioner Matheson comments that the Indian Country data is great. It is mostly an activity report though, is there an impact report? • Rebecca Steele states that there is some tracking of impact through the 	

	<p>program progress reports.</p> <ul style="list-style-type: none"> • Commissioner Matheson asks if there is a role for the Commission to discuss accommodation strategies. • Rebecca Steele comments that in the past we have used this data to identify needed areas for training for programs. We serve as a resource for programs to meet accommodations. 	
c. Ready Montana Update	<p>Rebecca Steele provides an update on Preparedness Parties throughout the state. The program started in 2011 as an idea from Jo Radtke, and has taken off around the State. The bags distributed are used as a training tool and 23,000 bags have been distributed to date. The project kicked off with National Preparedness Month. The commission is invited to plan preparedness parties themselves.</p>	
d. Communications Update	<p>Julia Gustafson provides an update on communications, promotion of service and getting involved. Julia demonstrated tools for following the office online and the location of other online resources. Julia gives the highlights of outreach activities from the last year and upcoming events including a sports strategy that Commissioners are invited to participate.</p> <p>Programs have been encouraged to share stories with OCS so we can promote them. Commissioners are asked to be our ambassadors and nominate volunteers for the awards.</p> <p>Commissioner Ilgenfritz really appreciates the attention to detail in getting the word out about programs and appreciates the enthusiasm.</p> <p>Commissioner Braun states the symposiums have been a great success.</p>	
e. Energy Intern Update	<p>Devin Cowan demonstrates the Governor's Energy Intern website and gives an overview of the program. He discusses the program's target on low-income students and announces that 52 interns are currently serving.</p> <ul style="list-style-type: none"> • Commissioner Braun appreciates the enthusiasm that has been put into the project. 	

III. 2012 AmeriCorps Funding (Action Item)		
a. AmeriCorps Multistate Programs in Montana Update	Jan Lombardi provides commentary on the multistate proposal out of the Montana Campus Compact not being funded. However, there has been no official release of information on other National Directs.	
b. AmeriCorps Competitive Update	Jan Lombardi provides an update on AmeriCorps competitive funding. May 31 notice was received of Montana Conservation Corps funding status. MCC was one of 69 new/recomplete applications selected from a group of 334 for funding. Justice for Montanans funding is still in a pending status. A letter has been sent to CNCS discussing the challenges of having a program remain pending in status. None of the other Montana applicants were funded. Additionally Montana Campus Corps has requested an amendment to extend their grant through August 2013 to continue operations.	
c. AmeriCorps Formula Funding – Grant Review Workgroup Recommendations 10:10	<p>Rebecca Steele reviews the process for the review of AmeriCorps Formula grant proposals and presented the staff recommendation for funding distribution. Carol Townsend from the United Way in Bozeman was brought in as the outside reviewer. There were several conflicts of interest requiring reviewers to remove themselves from scoring applications. Consensus scores and rankings were reached based on what information we have about the competitive grant situation. Shows and explains several tables demonstrating the funding situation. While the number of members serving in Montana is decreasing the number of total hours served will increase.</p> <p>Commissioner Matheson reviews each of the proposals, two continuation, one recomplete, and three new, and the findings of the grant review workgroup. Discussed the two funding recommendations of staff differing based on the funding status of Justice for Montanans</p> <ul style="list-style-type: none"> • Commissioner Hicswa asks for clarification on what it means for Justice for Montanans to be a recomplete grant proposal. • Rebecca Steele explains that recomplete means a programs three year funding cycle has ended and they must provide a full application for funding. This is the situation at the end of every third year. 	

	<ul style="list-style-type: none"> • Commissioner Matheson explains the situation of Big Sky Watershed and Montana State Parks AmeriCorps programs as continuation proposals receiving funding priority over new and recomplete grant proposals. • Commissioner Girard provided clarification on the present status of VISTA members serving on FoodCorps projects in Montana. • Rebecca Steele explains that FoodCorps has been in Montana for several years as a VISTA host site with VISTA members provided through several programs including the Montana Campus Compact. AmeriCorps members serving in FoodCorps are nationwide but this does not include Montana. • Commissioner Girard asks for clarification on why Montana State Parks AmeriCorps is considered a higher funding priority than other more highly scoring applicants. • Rebecca Steele explains that continuation proposals such as Montana State Parks are given a funding priority since grants are typically distributed in three year cycles. • Commissioners Girard and Hicswa comment on the need for accountability and standards for continuation grants. • Commissioner Kelly asks how over time operating a program grantees are expected to improve. • Rebecca Steele programs are assessed based on performance measures on an annual basis. • Commissioner Girard asks if there is a certain score an applicant must achieve to be funded. • Rebecca Steele replies no, there is no required minimum score. • Commissioner Kelly asked for further explanation on how an application scored a 76 can be ranked above one scored 84. • Rebecca Steele explains the process for ranking continuation versus new and recomplete grants. • Chair Miske discusses the process by which consensus scores are achieved for each applicant. • Commissioner Smith asks if there is a minimum level of funding that is required to make a program mission capable. • Rebecca Steele comments, in the past we have viewed this level as 10 MSY, 	
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	<p>an exception was made last year but supplemental funds were requested.</p> <ul style="list-style-type: none"> • Commissioner Kelly asks for more explanation of the request for supplemental funds. • Jan Lombardi discusses why OCS staff does not propose a plan that would fund an additional program through supplemental funds. Rather staff suggests supplementing programs with supplemental funds. • Rebecca Steele provided details on the supplemental request and result from the 2011 grant cycle. • Commissioner Girard comments on how programmatic dollars have continued to increase while administrative dollars continue to decrease requiring staffs to do more with less. • Jan Lombardi comments that the findings of the grant review group match exactly the rankings staff had developed internally. • Jim Auer provided further explanation on the scoring process and how it should be viewed as the probability of a grantees success in any given area. • Commissioner Matheson states that all the programs assessed and the needs they address are great, the judgment of the workgroup is largely on ability to deliver. Commissioner Matheson further explains the decision process for the use of supplemental funds to bring programs up to the level of their requested funding. • Commissioner Ilgenfritz asks when the deadline is that OCS expects to hear about the funding decision regarding Justice for Montanans. • Jan Lombardi comments that a final decision coming after July 6 would be hugely problematic for OCS and CNCS. • Chair Miske comments that without a decision from CNCS that OCS must assume that Justice for Montanans has not been funded. <p>Commissioner Matheson explains the process for the Commission to vote on the motion to accept or reject the funding proposals discussed and reads the motion aloud.</p>	
d. Public Comment	<p>Dean McGovern requests that the Commission consider a proposal to fund the Graduation Matters Montana (GMM) program through supplemental funds.</p>	

<p>e. Action Item – AmeriCorps Formula Funding Recommendation</p>	<ul style="list-style-type: none"> • Commissioner Kelly asks staff to discuss scenarios that would be needed to fund the GMM AmeriCorps Program. • Commissioner Hicswa points out that this would require significant cuts to the groups funded under the current proposal. • Rebecca Steele points out that two of the three proposals have suggested funding levels at less than their requested amounts. Any supplemental funds received would also likely need to be diverted from these proposals to fund Graduation Matters Montana • Nancy Matheson shares the written comment from Commissioner Corson on the fairness of the grant review process. • Commissioner Hicswa comments that since the full commission does not review all of the grant proposals they need to trust the grant review workgroup. • Commissioner Nystuen asks for clarification of what was lacking in the GMM proposal. • Commissioner Matheson explains that goals were explained in the proposal but processes were not clear. <p>Commissioner Kelly moves to accept the grant review work group’s funding recommendation as read by Commissioner Matheson (<i>see left</i>).</p> <p>Commissioner Chambers seconds the motion.</p> <p>Deb Halliday (Office of Public Instruction) comments that the review process was frustrating for those behind the Graduation Matters Proposal especially since only two reviewers participated in scoring. She notes then the commitment of 16 schools to the program and the support of Montana Campus Compact and the Student Assistance Foundation.</p> <p>Commission Roll Call Vote: Jack Chambers-Y, Doug Braun- Y, Stefani Hicswa-Y, John Ilgenfritz-Y, Keith Kelly-Y, Austin Lyle-Y, Nancy Matheson-Y, Kim Miske-Y, Robert Nystuen-Y, Karin Olsen Billings-Y, Col. Scott Smith-Y, David Van Son-Y, James Corson (Proxy Nancy</p>	<p>The Montana Commission on Community Service approves the Grant Review workgroup’s 2012 AmeriCorps State formula funding recommendations:</p> <p><i>Scenario One is if the Justice for Montanans Project is funded competitively through CNCS. With \$600,000 to allocate we will fund two continuation programs: Big Sky Watershed Corps at \$186,200 - 14 MSY and Montana State Parks AmeriCorps at \$144,413 – 10.88 MSY. We will also fund two new applicants: Food Corps at \$150,000 – 12 MSY and Great Futures Corps at \$116,782 – 10 MSY. We will request supplemental funding of \$ 91,673 to bring Big Sky Watershed Corps and Food Corps to full funding – 15 MSY each and to bring Great Futures Corps to \$157,655 – 13.5 MSY.</i></p>
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	<p>Matheson)- Y, James Steele Jr. (Proxy Kim Miske)-Y, Adam Vauthier (Proxy to Karin Olsen Billings)-Y.</p> <p>Motion Carries.</p>	<p><i>Scenario Two is if the Justice for Montanans Project is NOT funded competitively. With \$600,000 to allocate we will fund two continuation programs: Big Sky Watershed Corps at \$159,600 – 12 MSY and Montana State Parks AmeriCorps at \$144,413 – 10.88 MSY. We will fund one new applicant, Food Corps at \$112,500 – 9 MSY and one re-compete program Justice for Montanans at \$172,895 – 13 MSY. We will request supplemental funding of \$154,800 to bring all programs to their full funding request.</i></p>
IV. State Service Plan Strategy Session		
a. Looking Back: Commission History Presentation by Staff	Jim Auer presents on the history of the Montana Commission on Community Service covering legislative, Executive Directors, AmeriCorps programs, and other funding streams that have passed through the office.	
V. Working Lunch – State Service Plan Strategy Session	Commissioner and Staff participated in a strategy session that involved reflecting on big picture items, essential tasks, and optional tasks. In groups, they used the strategy session worksheet and planning tool . Staff collected the worksheets and will compile the info to use for the 2013 state service plan.	
VI. New Business	Chair Miske asks for a volunteer to draft a letter to Montana’s congressional	

	<p>representatives.</p> <p>Commissioner Lyle volunteers to draft the letter</p> <p>Jan Lombardi asks for commissioners to join Chair Miske and Vice Chair Olsen Billings on the transition team</p> <p>Commissioners Smith, Hicswa, Girard and Lyle volunteer for the transition team</p> <p>Commissioners are reminded to not wear AmeriCorps logos to political events or to associate AmeriCorps with anything partisan.</p> <p>Commissioner Hicswa requests that OCS carefully consider the proposed extension of the Montana Campus Corps grant to ensure there is 1) accountability, 2) a compelling reason, and that 3) performance goals will be met. If the request comes because they have not met their measures or because the funding has not been spent, that is not a reason to approve.</p> <p>Commissioner Girard provides an update on the status of VISTA in Montana</p>	
VII. Public Comment	<p>Brittney Waiss thanks the commission.</p> <p>Sarah Sadowski thanks the commission.</p>	
VIII. Adjourn	Meeting adjourned at 2pm.	

Contact:

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Commissioner Contact Information per MCA 2-15-155

<p>1. Agency Representative Lt. Col. Scott Smith Military Affairs PO BOX 4789 Fort Harrison, MT 59636-4789 Work: 406-324-3166 Email: scott.j.smith@us.army.mil Term Expires 07-01-2012</p>	<p>2. Public Representative David Van Son 2404 1st Avenue Great Falls, MT 59401 Work: 406-727-8040 Email: local8iaff@gmail.com Term Expires 7-1-2014</p>	<p>3. Public Representative James B. Corson 410 15th St W #8 Billings, MT 59102 Work: 406-657-6790 Email: james_corson@baucus.senate.gov Term Expires 07-01-2014</p>
<p>4. Agency Representative Keith Kelly Department of Labor 1327 Lockey Avenue Helena, MT 59601 Wk: 406-444-3299 Fax: 406-444-1394 Email: kkelly@mt.gov Term Expires 07-01-2013</p>	<p>5. Agency Representative Karin Olsen Billings Montana Office of Public Instruction PO Box 202501 Helena, MT 59620-2501 Work: 406-444-0829 Email: kbillings@mt.gov Term Expires 07-01-2012 Vice Chair</p>	<p>6. Non Profit Agency Representative Adam Vauthier 405 Poplar Street Anaconda, MT 59711 Cell: 406-560-2366 Email: adam.vauthier@gmail.com Term Expires: 7/1/2013</p>
<p>7. Public Representative John Ilgenfritz 1001 Harrison Avenue Helena, MT 59601 Email: jilgenfritz@msn.com Term Expires: 07-01-2012</p>	<p>8. Business Representative Robert Nystuen Glacier Bank PO Box 27 Kalispell, MT 59903 Work: 406-756-4254 Email: rnystuen@glacierbank.com Term Expires: 7-1-2012</p>	<p>9. Agency Representative Nancy Matheson Department of Agriculture PO Box 200201 Helena, MT 59620 Work: 406-444-0131 Email: nmatheson@mt.gov Term Expires: 7-1-2012</p>

<p>10. Youth Representative Austin Lyle 206 West Lawrence Apt 4-C Helena, MT 59601 Cell: (406) 459-3019 Email: austineverettlyle@gmail.com Term Expires: 7/1/2013</p>	<p>11. Local Government Representative Kim Miske 261 Red Top Road Wibaux, MT 59353 Work: 406-796-2431 Cell: 701-872-6220 Email: miske@midrivers.com Term Expires: 07-01-2013 Chair</p>	<p>12. Labor Representative Doug Braun 2509 Patricia LN Billings, MT 59102 Cell: 406-861-3777 Home: 406-656-9111 Email: ddb147@hotmail.com Term Expires: 07-01-2013</p>
<p>13. National Service Program Stefani Hicswa 2715 Dickinson Miles City, MT 59301 Work: 406-874-6158 Email: hicswas@milesc.edu Term Expires: 7/1/2013</p>	<p>14. Disabilities Community Representative Jack Chambers Opportunity Resources 2821 S Russell St Missoula, Mt 59801 Work: 406-721-2930 Email: jackchambersori@yahoo.com Term Expires: 07-01-2014</p>	<p>15. Tribal Government Representative James Steele, Jr. PO BOX 278 Pablo, Mt 59855-0278 Work: 406-675-2700 Email: jamessteelej@hotmai.com Term Expires: 07-01-2014</p>
<p>Corporation for National and Community Service-Ex Officio/Non-Voting Jackie Girard Capitol One Center 208 N Montana Suite 206 Helena, MT 59601 Work: 406-449-5404 Fax: 406-449-5412 Email: jgirard@cns.gov</p>		